

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES
DIVISION OF FAMILY SERVICES
REQUEST FOR APPLICATIONS
For FY 2005 funding under the
CHILD ABUSE AND NEGLECT PREVENTION PROGRAM
GRANT NUMBER GSVC-04-10**

Application Deadline: 3:00 p.m., Monday, May 3, 2004

An optional pre-application conference will be held from
1:00 p.m. – 3:00 p.m., April 15, 2004 in Henrico County at the
Forest Office Park
Wythe Building, 2nd Floor
1604 Santa Rosa Road
Richmond, Virginia 23229 (804) 662-7475

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I. INTRODUCTION

Purpose

The purpose and intent of this Request for Applications (RFA) is to award grants to public and private non-profit, incorporated agencies and organizations in Virginia for the provision of child abuse and neglect prevention services. State Fiscal Year (FY) 2005 is the first year that the Virginia Department of Social Services (DSS) is using a Request for Application (RFA) process to award funding for child abuse and neglect prevention services. The following funding streams are included in this RFA:

- Virginia Family Violence Prevention Program (VFVPP) for Child Abuse and Neglect Prevention
- Community-Based Child Abuse Prevention Program (CBCAP – formerly Community-Based Family Resource and Support - CBFERS)

Funds will be used to develop a variety of programs aimed at **PREVENTING the factors causing child abuse and neglect. Emphasis is placed on helping communities with the initial start-up and development of programs. Priority will be given to funding new programs or programs that have been operating less than three years. It is expected that communities will assume long term maintenance of programs.** Statewide initiative programs designed to have an impact on a statewide basis in preventing child abuse and neglect may also apply.

Eligible Applicants

Eligible applicants are public and private nonprofit incorporated agencies and organizations. Organizations and agencies that are pending incorporation and/or pending approval of the 501(c)3 status of the IRS code as of May 3, 2004, are **not** eligible to apply.

Funding Available and Grant Period

The Department of Social Services is seeking to fund a variety of approaches for the prevention of child abuse and neglect. A total of \$1,000,000 is expected to be available through this RFA. Contracts will be awarded for a one year period (FY 2005) beginning July 1, 2004 and ending June 30, 2005.

The above total funding for FY 2005 includes \$500,000 that is anticipated to be available in state funds from the VFVPP for Child Abuse and Neglect Prevention and \$500,000 in federal CBCAP funds. Awards under either of the two funding streams included in this RFA are contingent on the availability of funding.

Applicants may submit only one grant proposal per agency in response to this RFA. The maximum grant award to each applicant providing local or regional services may not exceed \$50,000. The maximum grant award for statewide services is variable. Applicants may **not** apply for more than the designated funding

limit, but may apply for less if the same program goals can be accomplished with a lesser amount of funding. (No additional points or consideration will be given simply because the requested amount is lower than the designated limit.)

These are competitive grants and only the highest quality proposals will be awarded funding. A minimum of 25% match (grant award divided by 3) is required. The type of match (cash or a combination of cash and/or in-kind matching) will depend on the source of award funds. The Department will decide on the funding source(s) that will be awarded. Any funds designated as matching funds are to be used with the same guidelines as the awarded funds.

These grants are cost reimbursable. Reimbursements will be made quarterly unless a request for hardship is made and approved by VDSS, in which case, reimbursements may be monthly. All reimbursements will be deposited electronically through the Virginia Department of Account's Remittance Electronic Data Interchange (EDI) Virginia. Application information for EDI can be found on the Department of Account's website: <http://www.doa.state.va.us>.

How to Apply

Applicants may submit only one grant proposal per agency or organization in response to this RFA. The application is due no later than 3:00 p.m., Monday, May 3, 2004. Applications submitted electronically (on-line) or faxed will not be considered. Applications received after the deadline will not be considered. Applicants requesting funding must send or hand deliver one completed application with original signatures and four complete copies to:

Ann Childress, Program Consultant
Child Protective Services Unit
Virginia Department of Social Services
7 North 8th Street, 4th Floor
Richmond, Virginia 23219

Pre-Application Conference

An optional pre-application conference will be held April 15, 2004 from 1:00 p.m. to 3:00 p.m. in Henrico County at the Forest Office Park, Wythe Building, 2nd Floor, 1604 Santa Rosa Road, Richmond, Virginia 23229 - (804) 662-7475. The purpose of this conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of the RFA.

While attendance at this conference will not be a prerequisite to submitting a grant application, those who intend to apply are encouraged to attend. **Please bring a copy of the RFA with you.** Any changes resulting from this conference will be posted on the website as a written addendum.

Additional Information

Copies of this grant application, including the necessary grant application forms and instructions, may be downloaded from the DSS website. This may be accessed at www.dss.state.va.us. Click on *Forms and Applications* and then click on *Grant Opportunities*. Select the *Child Abuse and Neglect Prevention Grant Number GSV-04-10*. Grant award notices will also be published on this website.

If you have additional questions regarding the grant application, please contact:

Ann Childress, Program Consultant
Child Protective Services Unit
Division of Family Services
Virginia Department of Social Services
7 North 8th Street, 4th Floor
Richmond, Virginia 23219
Telephone Number (804) 726-7545
Email address: ann.childress@dss.virginia.gov

II. PROGRAM OVERVIEW AND REQUIREMENTS

Program Overview

For FY 2005, this RFA for Child Abuse and Neglect Prevention incorporates the Virginia Family Violence Prevention Program (VFVPP) funds and the Community-Based Child Abuse Prevention funds (CBCAP - formerly Community-Based Family Resource and Support – CBFRS) for purposes of grant application and awards.

The VFVPP Child Abuse and Neglect Prevention Program was established in 1982 for purposes stated in the *Code of Virginia*, § 63.2-1502.3: *To assist in developing programs aimed at discovering and preventing the many factors causing child abuse and neglect*. The program is focused on primary and secondary child abuse and neglect prevention – preventing child abuse and neglect before it occurs. Based on appropriations in the state budget, \$500,000 in state funds was available in FY 2004. It is anticipated that \$500,000 will be available for child abuse and neglect prevention under the VFVPP for FY 2005.

The Department of Social Services receives the federal CBCAP Grant for child abuse and neglect prevention from the Office on Child Abuse and Neglect (OCAN), Administration for Children and Families, U.S. Department of Health and Human Services, under Section 201 of Title II of the Child Abuse Prevention and Treatment Act (CAPTA). The federal catalog number is CFDA 93.590. Governor Mark R. Warner designated the Department of Social Services as the lead agency to administer these funds and to assume the obligations of the grant award. The CBCAP application submitted to OCAN by the Department stated that a portion of the funds would be distributed through a competitive process. CBCAP grant funds will be awarded in

accordance with the provisions of the CBCAP Program Grant. For FY 2005, \$500,000 will be set-aside for the grants from CBCAP funds.

Grants through the VFVPP and the CBCAP programs offer public and private, nonprofit incorporated agencies and organizations an opportunity to tailor project proposals for the prevention of child abuse and neglect to meet the individual needs of local communities. Emphasis is placed on helping communities with the initial start-up and development of programs. Funding is also provided for state level programs and for projects with statewide impact.

Within the framework of providing child abuse and neglect prevention services, the following is a list of high priority populations and/or service designs (program types) for this RFA:

- Establishment of community-based parenting centers offering a range of parenting education and parent support services.
- Programs for new parents that provide information on child development, appropriate discipline and parenting skills and support the new family/parent as they cope with parenting. These programs can include programs serving teen parents, single parents, both parents, mothers or fathers.
- Parent Education Programs that provide information on child development, appropriate discipline, and parenting skills so that children may be raised in a nurturing environment. Parent Education Programs that choose the format of "classes" for service delivery should consist of a minimum of six (6) classes per series.
- Parenting Self-Help or Support Programs that offer support and information to help parents deal with stress or crisis. Short term respite or temporary crisis nursery care for families with children with disabilities, chronic, or terminal illnesses are some examples of service components that may be part of such a program.
- Programs for School Age Children that stress awareness, education, skill building and training in order to assist children in preventing abuse and neglect.
- General Community Awareness/Education Programs that enable the general public to become more aware of the problem of child abuse and neglect and involved in the prevention of child abuse and neglect. Public information activities that focus on healthy and positive development of parents and children and promote child abuse and neglect prevention activities.

- Establishment of community-based local or regional interdisciplinary task force/teams including representation from parents and the private sector, to plan, develop, implement and oversee model child abuse and neglect prevention programs in the community. These public-private partnerships will foster the development of a continuum of prevention services for children and families.
- Implementation of demonstration/model child abuse/neglect prevention programs.
- Statewide initiative programs designed to have an impact on a statewide basis in preventing child abuse. Activities should complement existing statewide or local programs.

Program Guidelines and Requirements

The purpose of this RFA is to develop a variety of programs aimed at **PREVENTING the factors causing child abuse and neglect with the desired outcome to reduce child abuse and neglect in Virginia.** Funds cannot be used for treatment. Under the Virginia law, an abused or neglected child is any child under 18 whose parent, or any other person responsible for the care of the child:

- causes, or threatens to cause, a physical or mental injury except for an accident;
- fails to provide adequate food, clothing, shelter, or medical care;
- abandons the child;
- fails to provide the kind of supervision necessary for a child's age or level of development; or,
- commits, or allows to be committed, any sexual act involving the child in violation of the law - including incest, rape, fondling, indecent exposure, prostitution - or allows the child to be used in any sexually explicit visual material.

Within the framework of providing services for preventing child abuse and neglect, the following are the objectives for this funding:

- Initiate and strengthen programs aimed at **primary** and **secondary** child abuse and neglect prevention. Primary prevention programs are programs comprised of activities or services directed to the general population, to the community at large and to families or children to keep child abuse and neglect from happening before it has occurred. Secondary prevention programs are programs comprised of activities or services directed at identifiable populations at high risk of abusing or neglecting their children unless specialized services are provided. These programs may intervene prior to or during the early warning signs of family stressors that can lead to child abuse and neglect.

- Provide education and early, comprehensive support services to assist parents in acquiring parenting skills;
- Reduce inappropriate expectations parents have of children by increasing knowledge of child development and appropriate child rearing/child management skills, and by enhancing parent/child interaction, communication and bonding;
- Increase parents' capacity to cope with added stress when caring for children with special needs;
- Develop self-help groups and other needed services to prevent/treat family dysfunction, isolation, and to increase peer support;
- Utilize early developmental screening of children to assess the needs of children and to identify the types of supports to be provided;
- Provide outreach services, community referral services, and follow-up services as part of prevention program.

The desired high level outcome is *To reduce child abuse and neglect in Virginia*. Interim outcomes are sought in areas such as: *improvement in parent-child interaction, improvement in parenting knowledge and behavior, healthy child development, parent's knowledge of and ability to meet child's developmental needs, children's safety; and community awareness outcomes in the areas of knowledge of abuse/neglect indicators, community resources, best practices and current issues*.

Programs providing direct services should be comprehensive enough, and contacts with families should be sustained long enough, to make a substantial difference in the program's specified goals and objectives.

Programs should clearly describe the rationale for the proposed approach for the prevention of child abuse and neglect. **The program evaluation should clearly and directly address the expected outcomes for the services provided.** Emphasis will be placed on outcome based program evaluation.

Community programs funded under this RFA will be expected to refer families as needed and appropriate to other services, when available in the community. Collaboration and coordination with other community agencies and with programs funded under this RFA will also be an expectation.

Programs funded will be required to attend a meeting for all prevention grantees to be held during the first quarter of the contract period.

Priority consideration will be given to funding effective community-based prevention programs serving young parents or parents with young children (0-6) and low-income communities. Target populations will typically be families expecting children or with children up to age 12. Funds are to be used for **prevention** services. Funds **cannot** be used for treatment services. Emphasis is placed on helping communities with the initial development and establishment of programs.

- Programs are expected to coordinate resources among a range of existing public and private organizations; and to foster understanding, appreciation, and knowledge of diverse populations in order to effectively prevent child abuse and neglect. **Interdisciplinary, collaborative public-private partnerships and involvement of parents as full partners are important elements in developing a continuum of preventive services for children and families.**
- Community programs must refer families as needed and appropriate to other services, when available in the community, such as: early care and education (such as child care and Head Start); respite services; job readiness and counseling services; education and literacy services; nutritional education; life management skills training including programs that promote healthy relationships; programs that support fatherhood initiatives; peer counseling and crisis intervention, and family violence counseling; health (including prenatal) care; mental health services; substance abuse treatment; and services to support families of children with disabilities. Collaboration and coordination with other community agencies (including faith-based organizations) and with programs funded under this RFA is an expectation.
- Community participation in the design and commitment to the operation of the program, along with the involvement of health and social service professionals in the community, are prerequisites for establishing programs. This commitment is demonstrated through the participation of service providers and community residents in the development and planning of the program. Community commitment to the operation of the program is demonstrated by on-going linkages to other programs and agencies serving women and children, as well as through local financial contribution toward the program's budget. Programs should encourage outreach to families in the community, participation of volunteers and community involvement that supports the children and families in the program.

From another perspective, services must be designed with the particular environment of an individual community in mind. Approaches that encourage male involvement and responsibility in raising healthy children are an essential part of programs. Programs and services should also promote healthy relationships between parents and between parents and children.

Services must be culturally relevant. This means that the staff understand, acknowledge and respect cultural differences between themselves and their clients, and

that the materials used in the program reflect the cultural, linguistic, racial and ethnic diversity of the populations served.

Emphasis is on programs that receive direction from an interdisciplinary structure with balanced representation from private and public sector members, parents, and public and private nonprofit incorporated service providers (including private nonprofit incorporated faith-based organizations).

Additional specific requirements of the grant program are as follows:

- programs must link funded services to a community needs assessment, identify unmet need(s) to be addressed and report on how services address the unmet needs;
- programs must provide consumer satisfaction data;
- programs must report on establishment or maintenance of innovative funding mechanisms that blend Federal, State, local and private funds;
- programs must report on innovative, interdisciplinary service delivery mechanisms for development, operation, expansion and enhancement of services;
- programs must ensure and report on the meaningful involvement of parents in the on-going planning, implementation, and evaluation of the funded program/services.

A **25% cash** match from non-federal sources (federal funds cannot be used as match) is required for programs awarded CBCAP funds. The 25% match is calculated as the requested or awarded amount divided by 3. Programs awarded CBCAP funds must also participate in peer review.

A **25% cash or in-kind** match from non-federal sources is required for applications awarded VFVPP funds. Programs awarded VFVPP funds may also be requested to participate in peer review.

III. APPLICATION PREPARATION AND SUBMISSION INSTRUCTIONS

Grant applications should be prepared concisely, providing a straightforward description of capabilities to satisfy the requirements of the RFA.

In order to be considered for funding, all applicants must submit one original and four bound copies of the application. Applications must be typewritten and double spaced on 8 1/2" by 11" white paper, in type no smaller than twelve characters per inch. Each copy of the application should be bound in a single volume. All documentation submitted with the application should be included in that single volume.

Oral Presentation: Applicants who submit a proposal in response to this RFA may be required to give an oral presentation of their proposal to the Department. This provides an opportunity for the applicant to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The Department will schedule the time and location of these presentations. Oral presentations are an option of the Department and may or may not be conducted.

In order to be considered for funding, all applicants must submit one original and four bound copies of the following completed documents in the following order:

1. Grant Application Cover Sheet (with signatures)
2. Assurances Form Sf-424b (with signatures)
3. General Conditions and Assurances (with signature)
4. Project Activities/Outcomes Narrative
5. Activities/Outcomes Form
6. Fiscal Officer Statement (with signature) certifying agency has sufficient funds to cover expenses on a quarterly basis as grants are cost reimbursable
7. W-9 Form (with signature)
8. Proposed Budget – must include both
 - a. Itemized Budget form and
 - b. A clear explanation of expenses in narrative form.Failure to provide a budget narrative will result in rejection of the application.
9. Current Letters Of Support (with signatures)
10. Interagency Agreements(s) or comparable document(s) demonstrating community collaboration in the planning and provision of child abuse and neglect prevention services and list of collaborative/coordinating agencies.
11. Job Descriptions
12. Agency's Non-Discrimination In Employment Policy
13. Agency's Confidentiality Policy
14. Signed Certification Regarding Lobbying
15. Signed Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion
16. Signed Certification To Receive Electronic Reimbursement
17. Funding History
18. Copy of the most recent program evaluation (applicants that received VFVPP or CBFRS funds in last five years)
19. Other Required Attachments For Private Non-Profits:
 - a. Certificate of Incorporation or Certificate of Authority from the State Corporation Commission
 - b. 501 (c) 3 Certification from IRS
 - c. A copy of the organization's by-laws and/or mission statement may be included to ascertain the eligibility of the applicant
 - d. List of the current members of the Board of Directors
 - e. Organizational chart
 - f. 2003-2004 fiscal year operating budget
 - g. 2002-2003 statement of actual costs including a listing of the sources of funding

Applications must be signed by the authorized representatives of the applicant. All information requested should be submitted. Failure to submit all information requested may result in the Department requiring prompt submission of missing information and/or giving a lowered evaluation of the application. Applications which are substantially incomplete or lack key information may be rejected by the Department. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

1. GRANT APPLICATION FORM

A Grant Application Cover Sheet has been provided in Attachment A and shall be submitted as the cover page of the grant application. Applications which lack required signatures will not be considered.

2. REQUIREMENTS AND ASSURANCES

Federal Assurances Form SF-424B and Form W-9 must be completed. Applications that lack signatures will not be considered. **(Instructions for downloading these forms are found in Attachment B)**. Certification to Receive Electronic Reimbursement Form must also be signed and is included in Attachment B.

3. GENERAL GRANT CONDITIONS AND ASSURANCES

General RFA Conditions and/or Assurances have been provided. Applications that lack signatures will not be considered. (Forms are included in Attachment C).

4. PROJECT ACTIVITIES/OUTCOMES NARRATIVE

A narrative that does not exceed 11 pages, double spaced, shall be submitted and must be organized in a manner that clearly addresses each of the following, in the order listed. Each section of the narrative named below should be clearly labeled (for example: **Description of Applicant Agency**). Narratives that are concise and specific will be viewed most favorably.

A. Project Summary (limit ½ page) Project Summary - A descriptive summary of approximately 100 - 150 words stating how the funds will be used. Please be specific. Include the target population, numbers to be served, a description of what will be provided, and any staff positions funded. The summary should be suitable for publication in a report describing all of the funded projects.

B. Description of Applicant Agency (limit 1/2 page) - This section must include information on the purpose and goals of the agency, the number and type of people served, geographic areas served, organizational structure including number and type of staff; programs, activities, or

previous programmatic accomplishments; and effective use of existing community resources. Emphasis is on programs that receive direction from an interdisciplinary structure with balanced representation from private and public sector members, parents, and public and private nonprofit incorporated service providers.

C. Need for the Project (limit 1 page) - Applicants must provide a clear statement of the unmet need that the project will address in the geographic area to be served. Linkage should be made to unmet need(s) identified in existing community-based needs assessments and prevention plans such as the plan for prevention services developed through the Promoting Safe and Stable Families Program, local Prevention Coalition, or other interdisciplinary structure. Explanatory information such as demographics, child abuse and neglect statistics, community characteristics, lack of similar resources, client needs, and the expected impact of the proposed project on the problem should be included. Needs assessments that incorporate input from the target population are expected.

It is important that prevention services are planned and implemented in a manner that reflects a community-based, comprehensive approach that best meets the needs of citizens. A comprehensive planning process represents a collaborative approach involving people from all sectors of the community including the population to be served. It assumes that all forms of diversity are represented, and that the process is a very public, deliberative one. There are many models for comprehensive community prevention planning. Many grant funded programs in the Commonwealth require such a plan. The Promoting Safe and Stable Families planning process is just one example.

A brief summary of the needs assessment process and the findings of the community assessment relevant to prevention of child abuse and neglect and the proposed program - must be included. These findings must link to the desired outcomes sought and the objectives and strategies to be implemented. What are the unmet needs to be addressed by this proposal? The rationale and research basis for the proposed approach to prevention of child abuse and neglect must be explained.

Proposals must also state whether the proposed project is new or already existing. Describe why this is or will be a cost effective approach to the prevention of child abuse and neglect. If the proposed project is a continuation of existing services, information about previously existing financial resources should be cited such as source, amount and reason funds were terminated or insufficient. Programs should state what attempts have been made to secure other funding sources. Information such as numbers served, cost per client, impact of the project on the

problem, and the need for continuation should also be addressed by ongoing projects.

D. Project Goals and Objectives (limit 2 pages) - Clearly define and discuss project goals and objectives. Goals are broad statements that define the general thrust of the project. For example, the goals of a parent education program may be to increase parents' capability to effectively raise their children, or to increase parents' capacity to cope effectively with parent-child conflict. Objectives are specific, measurable **outcomes** of your project. What difference will occur in the lives or behavior of participants, relevant to child abuse prevention, as a result of the proposed services? For example, one outcome objective for parent education may state that 80% of parents completing the Parenting Program in 2004-2005 will have an accurate understanding of parenting practices as measured by the corresponding post-test. Objectives have several crucial elements. First the desired result must be identified (i.e. reduced family stress, improved knowledge of child development.) Second, the criteria by which we know we have achieved the desired result must be specified (i.e. 75% of families served will report increased access to social support as measured by x measure, 80% of parents will score at least 80% correct on the x child development test). Finally the time frame in which the objective must be met is specified (i.e. by the end of the parenting class series during fiscal year 04-05). These goals and objectives will help to complete the Overview of Activities/Outcomes form (Attachment D).

E. Services/Implementation Strategies (limit 2 pages) - Describe the services to be provided, how the services will be provided to specific groups or individuals, where, when, how often, and who will provide them. Applicants are strongly encouraged to utilize evidence (research) based programs. Describe concrete criteria by which success of the service will be demonstrated and any necessary planning activities. Also include a description of needed supplies or equipment. Describe how these strategies/activities will coordinate and link with other prevention efforts in the community. Again, be clear about the reasons for selecting the proposed services as a means for preventing child abuse and neglect.

If the service is subcontracted, identify the subcontractor, provide their tax exempt number, and provide the details of the subcontract arrangement including the time, frequency, location of services, and number of persons to be served. Submit a copy of the written agreement between the grantee and subcontractor.

F. Target Population, Numbers Served, and Geographic Area Served (limit 1 page) - Identify and describe the target population, numbers to be served (overall and for each activity/service) and the geographic boundaries of service delivery. Why has this particular population been chosen for these child abuse and neglect prevention services? How do

these services specifically address the needs of the target population in the prevention of child abuse and neglect? Describe in detail, how clients will be selected or recruited (for example: What criteria will be used? What will be done? Who will recruit? When will recruitment take place? What outreach will be made to diverse populations such as minorities, families with children with disabilities, or other underserved groups) and discuss techniques that will be utilized to maintain client participation in the program.

G. Parent Involvement (limit 1/2 page) - Describe the meaningful involvement of parents in the development, implementation and evaluation of programs and services. Parent involvement should help with the development of parents as leaders. For example, are parent representatives on advisory boards or committees, participating in designing or delivering programs or services, providing input into how services can better meet the needs of parents, providing input on evaluation design, marketing the program, etc. The application **must** include a strategy or strategies for meaningful parent involvement in the development, implementation and evaluation of the project.

H. Description of Staff and Responsibilities (limit 1/2 page) - Identify the staff responsible for service provision/project coordination. Provide the number, positions, and qualifications of staff, paid and/or volunteer, who will be involved in the project. Discuss the methods used to monitor staff performance. (If the service is subcontracted, provide the name, qualifications and experience of proposed subcontractor.) Discuss how volunteers will be utilized, trained and evaluated. Attach job descriptions.

I. Collaboration and Coordination (limit 1 page) - Explain how partnerships will be formed among local organizations involved with the implementation of this program. Describe the community systems, organizations and networks with which the program works to develop and coordinate child abuse and neglect prevention services in the community and organization. Attach a list of collaborative/coordinating agencies and include their role. Attach Interagency Agreements(s) or comparable document(s) demonstrating community collaboration in the planning and provision of child abuse and neglect prevention services

J. Project Continuation (limit 1/2 page) - Explain the applicant organization's commitment to the program and present a plan for sustaining the project without these grant funds beyond June 30, 2005. Include a discussion of how resources will be allocated to the program, applications to other funding sources, volunteer efforts, incorporation into local government or parent organization budget, or other fund raising and resource allocation strategies that will prevent/alleviate dependence on this grant. **Describe any innovative funding mechanisms that will blend federal, State, local and private funds to support this program.**

K. Evaluation (limit 1 page) Applicants must present an evaluation plan that will demonstrate/measure **outcomes** relevant to the prevention of child abuse and neglect. Evaluation measures should address outcomes of services (changes in behavior/knowledge) in addition to process. What changes in participants will occur as a result of your program? The methods and criteria that will be used to qualitatively and quantitatively measure project performance and analyze results should be explained.

Describe an evaluation plan to measure the degree of success in accomplishing project goals and objectives. Describe and identify the measurable outcomes most important to children, families, and the community in the prevention of child abuse and neglect. Identify the strategies that will lead to those results. Additionally, describe indicators for each outcome provided. Describe how a project site evaluation will be conducted; how information will be captured, who will be responsible.

The evaluation plan should include a mechanism for ongoing review, record keeping, data collection, and analysis of cost effectiveness. Describe how services will be determined to be cost effective and will utilize/maximize community-based services and available resources.

L. Parent or Customer Satisfaction (limit 1/2 page) - The evaluation **must** include a strategy or strategies for assessing parent or customer satisfaction with the services provided and how an assessment of parent/customer satisfaction will be incorporated.

If a proposed project is a continuation of an existing program, a summary of previous evaluation results, including cost effectiveness and quantitative and qualitative analysis, should also be provided.

5. OVERVIEW OF ACTIVITIES/OUTCOMES FORM

Complete the project Overview of Activities/Outcomes, Attachment D to describe the project methodology. Duplicate Attachment D as needed. Detail the strategies and activities necessary to achieve the project goals, objectives and outcomes. Include target dates for the beginning and end of each activity, including planning activities and staff responsible. Specify any details for subcontracting. Identify target population, numbers to be served and units of service for each objective and activity.

6. PROPOSED BUDGET

Complete the Itemized Budget Sheet. Attach to the Itemized Budget Sheet a budget narrative that includes a) description of each proposed expenditure and b) justifies the proposed expenditure by explaining the need for it. Dollar amounts for match must be thoroughly justified.

All expenses included in the application must be allowable under federal and state regulations, must be reasonable and necessary and apply directly to the project.

Complete all pages (1-5) of the Budget in Attachment E including the Budget Narrative and Match Documentation sheets for each budget period. Costs should be necessary and reasonable for carrying out the proposed work plan. If funds are being requested for salaries, specify positions, pay rates, and what is included in employee benefits. The total line item cost for equipment shall not exceed \$500.00 in the budget period. Explain how each line item cost was determined. Funds cannot be used to supplant existing funds that would otherwise be available for these services. Funds cannot be used to pay for salaries of existing county or city employees. **Indirect costs are not allowed.** Administrative costs must be specific to the project and justified by line item.

A **25% cash** match from non-federal sources is required for programs awarded CBCAP funds. Federal funds cannot be used as match.

A **25% cash and/or in-kind** match from non-federal sources is required for applications awarded VFVPP funds.

Applicants providing an all cash match from non-federal sources enhance their chances for funding.

The budget must include a list of the match from non-federal sources and the source of match. For example, funds received from any state agency or passed through a local government could be federal funds. Therefore, the applicant should identify the *source* of the funds such as the federal Safe and Stable Families Grant administered by the Department of Social Services. The source of funds would then be federal and therefore not a match for this RFA. Match funds used for this grant cannot be used as match for any other funding source. Federal funds cannot be used for match. This grant cannot be used as match for federal funds

When calculating the match divide the amount of the request by the difference between 100% and the match %, then subtract the amount requested from the figure obtained. For example, a 25% cash or in-kind match may be computed by dividing the amount of the request by .75 and subtracting the request from the figure obtained. A program requesting \$50,000 would be required to provide a cash or in-kind match in the amount of \$16,667 ($\$50,000 \div .75 = \$66,667$ less the \$50,000 requested amount, for a match totaling \$16,667). The applicant would provide a minimum of \$1 for each \$3 requested.

7. INTERAGENCY AGREEMENTS AND LETTERS OF SUPPORT

Effective provision of services for prevention of child abuse and neglect requires many resources. Through a community collaboration model, applicants must demonstrate the use of other community services in planning and service delivery. Please attach interagency agreement(s) or other comparable documents to demonstrate collaboration in planning and service delivery. If other agencies are specifically responsible for implementing portions of the activities shown on the Overview of Activities/Outcomes Form, a letter of support must be submitted from those organizations regarding those activities. A minimum of two current letters of support from organizations directly involved in the proposed program or activity must be included.

IV. PROCESS OF REVIEW AND CRITERIA FOR AWARD

Grant applications will be reviewed by a multidisciplinary committee of individuals who have expertise in areas such as: child abuse and neglect prevention, community-based family support programs, grants management, parenting education, program administration, program development, or program evaluation. The review committee will make programmatic and budgetary recommendations for grant awards.

To be considered for funding, applications must first meet the stated objectives, general and specific requirements as outlined and published in this RFA. Applications will be evaluated using the following criteria:

Content Adequacy (10 points)

- a. Concise and complete
- b. Realistic in scope
- c. Reflects an awareness of the state-of-the-art, “best or promising practices” and provides a good rationale for the selected approach relative to the problem.
- d. Demonstrates planning in all aspects (needs assessment, community collaboration, services provided, outputs, outcomes and budget)

Description of Applicant Agency Demonstrates Capability to Carry Out Proposed Project (10 points)

- a. Describes purpose and goals of the agency
- b. Specifies geographic service area
- c. Demonstrates effective use of community services
- d. Letters of support exhibit confidence that agency can carry out the proposed project

- e. Utilizes appropriate and qualified staff to implement the proposal
- f. Adequacy of past performance of agency and staff
- g. Applicant demonstrates capacity to achieve defined outcomes

Need for the Project Established (15 points)

- a. Community-based prevention plan indicates need for program
- b. Clearly defines the need and problem, the population to be served, and the rationale for the approach relative to prevention of child abuse and neglect
- c. Utilizes statistics and community characteristics to document need; utilizes literature/research to establish rationale for proposed approach to child abuse and neglect prevention
- d. Describes outreach activities to culturally diverse groups in the community
- e. Includes parent representation in program planning
- f. Letters from community agencies indicate project will meet a need.
- g. Identifies existing resources
- h. Specifies whether new or ongoing project
- i. Discusses past funding and accomplishments if project is ongoing
- j. Documents efforts to secure other funding
- k. Demonstrates lack of other funding to support project
- l. Ensures that unnecessary duplication will not occur
- m. New program or will serve a previously under served population or community

Description of Proposed Project (25 points)

Narrative Clearly Describes the Proposed Project and Identifies the Results and Benefits to be Derived from Implementation

- a. Goals and objectives are consistent with goals and objectives discussed in RFA
- b. Specifies services/activities to be provided
- c. Describes how strategies/activities will coordinate/collaborate and link with other prevention efforts in community.
- d. Uses measurable objectives
- e. Utilizes evidence based practice
- f. Demonstrates a plan to achieve and document outcomes
- g. Specifies target population and numbers to be served
- h. Describes client selection process and retention
- i. Demonstrates appropriate planning and collaboration
- j. Specifies needed resources
- k. Identifies time frames

- l. Specifies who (staff/volunteers) will provide the service: provides for qualified personnel to implement project
- m. Specifies location of service delivery
- n. Defines project impact
- o. Describes parent involvement in implementation

Evaluation Plan Measures the Degree of Success in Accomplishing Project Goals and Objectives and Achieving Outcomes (20 points)

- a. The evaluation plan measures project outputs (quantity) and outcomes (quality) of services.
- b. The evaluation plan utilizes researched-based instruments, when practicable.
- c. The evaluation of outcomes is based on the stated goals, objectives and activities.
- d. Specifies quantitative and qualitative evaluation methodology which includes process and behavioral outcome evaluation procedures.
- e. Establishes outcome measures to determine the degree of success in accomplishing goals and objectives and provides for an analysis of results.
- f. Describes how services will be determined to be cost effective. For ongoing programs, discusses extent to which services provided were cost-effective and provides analysis of results of previous evaluations.
- g. Utilizes ongoing review.
- h. Provides for parent/consumer input on satisfaction with services
- i. Involves parents in evaluation of program

Continuation of Project (5 points)

- a. Describes how project will obtain future resources for continuation and sustainability
- b. Identifies plans for seeking other funding
- c. Demonstrates potential for securing future funding from other sources and identifies at least two potential sources of support

Budget (15 points)

- a. Documents sources of cash and in-kind match
- b. Explains all costs in budget narrative and line item justification
- c. Demonstrates ability to maintain records and fiscal accountability
- d. All costs proposed are reasonable and consistent with proposed activities, outputs and outcomes

Consideration will also be given to the significance of the project to the locality and/or State, and the potential for replication. All applicants will be notified in writing of the final decision.

B. Award to Grantees:

The Request for Applications process is a competitive process and awards are given based on a review of criteria defined within the RFA and negotiations of final terms. The Department reserves the right to award single or multiple awards. The Department may, with a written explanation, withdraw the RFA or reject applications at any time prior to the award(s).

V. REPORTING REQUIREMENTS

Quarterly reports detailing progress made as compared to the completed work plan submitted with this application, along with an invoice for allowable expenditures shall be submitted to the Department within 30 days after the end of each quarter. Quarterly reports will include:

A detailed description of activities and an assessment of the progress of the project compared to the Work Plan; each goal, objective, and related strategies and activities shall be addressed;

Statistical information on the clients served;

Barriers to meeting objectives outlined in the work plan shall be reported and solutions to such barriers shall be explored and included in the quarterly reports;

Any changes in staffing shall be identified;

Identification of any particularly successful or unsuccessful project activities or components; and,

Copies of any materials that have been developed under the grant.
(Materials produced under this grant must bear a statement that the project was supported by the Virginia Department of Social Services, and the appropriate funding source (either VFVPP or CBCAP)).

A final report describing the cumulative activities of the grant shall be submitted to the Department within 30 days following the conclusion of the grant. The report shall include a section that will capture the following data:

- Number of adults, number of children and number of families receiving direct services;
- Number of families with children with disabilities receiving services;

- Number of families experiencing homelessness receiving services;
- The number and percentage of participants who evaluated the services provided as being satisfactory or above;
- The number and percentage of participants who evaluated the services as being less than satisfactory;
- The number and percentage of participants who achieved the projected outcomes described when the application for funding was submitted;
- Barriers to achieving projected outcomes;
- Copies of each evaluation form completed by participants shall be made available to the Department upon request.

The final report is separate from and in addition to the fourth quarter report and the other quarterly reports. The final report is a cumulative summary and evaluation of project activities and services over the entire grant period. It shall be in the same format as quarterly narrative reports and shall include:

- a. An overall evaluation of the project including an assessment of whether the project's goals and objectives were met; whether desired outcomes were achieved; each goal and objective, as stated in the Work plan, shall be addressed. Parent involvement shall be addressed. Consumer satisfaction with the services provided shall also be addressed. Any innovative funding mechanisms that blend federal, State, local and private funds to support the program shall be described.
- b. Any problems or delays that were encountered and how they were resolved;
- c. An assessment of the program's effectiveness and the value to the client/community;
- d. Efforts that have been made to continue the program past the grant period;
- e. Statistical information on clients served;
- f. Copies of any materials that were developed under the contract.

Duplicate reports and/or a document may be required by the purchasing agency for the purpose of disseminating any portions of the project which have been successful in a manner useful to other agencies or organizations in setting up a similar project or for evaluation purposes. The VDSS will assist the grantee in determining what information shall be included after receiving the final report. Reports submitted by the grantee may also be used in a peer review process at the state and/or local level.

A written report to the VDSS which shall be submitted within seven days **indicating significant deviations** from anticipated progress and/or problems associated with the delivery of services as agreed to by the purchasing agency and the contractor. Such report shall identify the deviations and/or problems, whether anticipated or actual, the effects of such on the performance under this grant, and a proposed plan for resolution.

The grantee agrees to provide any additional reports that the VDSS may request by written notice to the grantee.

Fiscal reports: All grantees shall produce the following quarterly fiscal reports:

- a. Quarterly invoice
- b. Quarterly financial report that includes documentation of matching funds

VI. APPLICATION FORMS AND ATTACHMENTS

- A. GRANT APPLICATION COVER SHEET
- B. FEDERAL PROGRAM ASSURANCES
- C. GENERAL GRANT CONDITIONS
- D. OVERVIEW OF ACTIVITIES/OUTCOMES FORM
- E. ITEMIZED BUDGET
- F. CERTIFICATION REGARDING LOBBYING
- G. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
- H. CERTIFICATION TO RECEIVE ELECTRONIC REIMBURSEMENT
- I. FUNDING HISTORY
- J. DIRECTIONS TO PRE-APPLICATION CONFERENCE

GRANT APPLICATION COVER SHEET

Department of Social Services

7 North Eighth Street

Richmond, Virginia 23219

The grant application form may be downloaded from the following VDSS web site at <http://www.dss.state.va.us>

Grant Program – List the grant program you are applying for.

Applicant - Use this space to provide the name of your organization.

Applicant FIN – Use this space to provide the applicant's federal Taxpayer Identification number.

Jurisdiction(s) Served - List all localities to be served; or indicate "statewide" if that is appropriate.

Program Title - List the specific title of the applicant's program.

Grant Period - Provide the proposed grant period.

Type of Application – New, Continuation or Enhancement/Expansion

Project Director, Project Administrator, and Finance Officer

Project Director - The person who will have day-to-day responsibility for managing the project.

Project Administrator - The person who has authority to formally commit the not-for-profit organization, locality or state agency to complying with all the terms of the grant application including the provision of the required match. This **must** be the **chief executive officer of the applicant organization, the highest elected officer of the locality, or, in the case of a state agency, the agency head**. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Finance Officer - The person who will be responsible for fiscal management of funds.

It is extremely important that you provide fax as well as telephone numbers for each person. If possible, please provide an e-mail address also.

Signature of Project Administrator: Project Administrator, as defined above, must sign and date the application.

Project Budget Summary – Insert total figures for amount requested and match from "Itemized Budget." Check "yes" if match is all cash; check "no" if match is a combination of cash and in-kind or all in-kind.

Attachment A

CHILD ABUSE PREVENTION GRANT APPLICATION COVER SHEET

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

Request for Application Number GSVC-04-10

Grant Program:	Child Abuse and Neglect Prevention Program		
Applicant:			
Address:			
Applicant Federal ID Number:			
Jurisdiction(s) Served:			
Program Title:			
Grant Period:	July 1, 2004 – June 30, 2005		
Application Type:	<input type="checkbox"/> New project <input type="checkbox"/> Continuation of existing project <input type="checkbox"/> Enhancement or expansion of existing project		
	Project Director	Project Administrator	Finance Officer
Name:			
Title:			
Address:			
Phone:			
Fax:			
E-mail:			
Signature of Project Administrator and date signed:			
Project Budget Summary			
VDSS Funds Requested	Applicant's Match Funds	Is match all cash?	
\$	\$	<input type="checkbox"/> Yes, all cash <input type="checkbox"/> No, cash &/or in-kind	

Authorized Certifying Officials of each provider association applying for funding must sign the following forms listed below to be considered for this grant.

“SF 424B – Assurances – Non-Construction Programs”

“W-9 Request For Taxpayer Identification Number(s) and Certificate”

“Certification to Receive Electronic Reimbursement Form”

“SF 424B – Assurances – Non-Construction Programs”

1. Hold the “CTRL” key down while clicking on the link below to access form SF424B – Assurances – Non-Construction Programs, **OR** simply click on the link below to access the form.

<http://www.acf.hhs.gov/programs/ofs/grants/sf424b.pdf>

2. Once the form is accessed, click on “File,” then “Print.”
3. Read, sign and include form “SF424B – Assurances – Non-Construction Programs” in your completed application.

“W-9 Request For Taxpayer Identification Number(s) and Certificate”

1. Hold the “CTRL” key down while clicking on the link below to access “W-9 Request For Taxpayer Identification Number(s) and Certificate” **OR** simply click on the link below to access the form.

http://www.localagency.dss.state.va.us/divisions/finance/files/finance/forms/Forms/W9_Report_for_Taxpayer_ID_Numbers_and_Certificate.pdf

2. Once the form is accessed, click on “File,” then “Print.”
3. Read, sign and include form “W-9 – Request For Taxpayer Identification Number(s) and Certificate” in your completed application.

Certification to Receive Electronic Reimbursement Form

Remittance Electronic Data Interchange Virginia (EDI), administered by the Virginia Department of Accounts, is the vehicle for reimbursing agencies under this grant. Applicants must certify that they are eligible to, or will apply for, reimbursement through EDI. The certification statement (Attachment I) must be signed and returned with the completed application sheets. Application information for EDI can be found on the Department of Account’s website:

<http://www.doa.state.va.us>.

GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant, for federal funds and state funds administered by VDSS, gives assurances and certifies with respect to the grant that it will comply with the following requirements:

1. The applicant will comply with all applicable provisions of the funding source and the Virginia Department of Social Services (VDSS) Request for Applications, as published, and terms and conditions of grant award.
2. **APPLICABLE LAWS AND COURTS:** This Request for Applications and any resulting grant awards shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The applicant shall comply with all applicable federal, state, and local laws and regulations.
3. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Department of Social Services shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
4. **CHANGES TO THE AGREEMENT:** Changes can be made to the grant agreement. The parties may agree in writing to modify the scope of services. An increase or decrease in the price of the agreement resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the grant agreement.
5. **DEFAULT AND/OR CANCELLATION OF GRANT:** In the case of failure to deliver services in accordance with the terms and conditions, DSS, after due oral and written notice, may obtain them from other sources. The purchasing agency reserves the right to cancel and terminate any resulting grant, in part or in whole, without penalty, upon thirty (30) days written notice to the grantee. In the event the initial grant period is for more than 12 months, the resulting grant shall be terminated by either party, without penalty, after the initial 12 months of the grant period upon thirty (30) days written notice to the other party. Any grant cancellation notice shall not relieve the grantee of the obligation to deliver and/or perform all services agreed to prior to the effective date of cancellation.
6. **INSPECTION AND AUDIT:** The applicant agrees to retain all books, records, and other documents relative to this grant for five (5) years after final payment, or until audited by the Commonwealth of Virginia. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period. The applicant further agrees to comply with the organizational audit requirements of OMB Circular

A-128, "Audits of State and Local Governments" or the Single Audit Act and OMB Circular A-133.

A grantee who expends \$500,000 or more in combined federal funding is required at its expense to have an independent grant audit performed annually in accordance with the Single Audit Act and OMB Circular A-133. A copy of all audits must be forwarded to DSS within thirty days after receipt of the report by the institution or agency. The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report.

7. ANTI-DISCRIMINATION: The applicant certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this grant, the applicant agrees as follows:
 - a. The applicant will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the applicant. The applicant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The applicant, in all solicitations or advertisements for employees placed by or on behalf of the applicant, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.
2. The applicant will include the provision of 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due

process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to DSS.

8. ETHICS IN PUBLIC GRANTS ADMINISTRATION: By submitting their proposals, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other applicant in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this grant transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
9. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their proposals, the applicants certify that they do not and will not during the performance of this grant employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
10. QUALIFICATIONS OF APPLICANTS: DSS may make such reasonable investigations as deemed proper and necessary to determine the ability of the applicant to perform the work and the applicant shall furnish DSS all such information and data for this purpose as may be requested. DSS reserves the right to inspect applicant's capabilities. DSS further reserves the right to reject any application if the evidence submitted by, or investigations of, such applicant fails to satisfy DSS that such applicant is properly qualified to carry out the obligations of the sub grant and to complete the work contemplated therein.
11. NONDISCRIMINATION OF APPLICANTS: An applicant shall not be discriminated against in the solicitation or award of this grant because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this grant is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided to this grant objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
12. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that DSS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

13. RENEWAL OF GRANT: This grant may be renewed by the Commonwealth upon written agreement of both parties for up to two (2) successive one year periods.
14. APPLICANT PERFORMANCE: The VDSS may monitor and evaluate the applicant's performance under the grant through analysis of required reports, expenditure statements, site visits, peer reviews, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the applicant's services or operations, audit reports, and other mechanisms deemed appropriate by the VDSS. Performance under this grant shall be a primary consideration for extension of this grant and may be a consideration in future grant awards and negotiations.
15. FISCAL ADMINISTRATION: These funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.
- A statement of grant award/acceptance will be signed between the Virginia Department of Social Services and the local administrator of the applying agency upon granting of an award. Upon approval of the grant award, the grantee will be reimbursed for expenses on a **quarterly** basis according to the terms of the grant award. Therefore, the applicant agency must be prepared to pay expenses as they are incurred and then submit expenditure statements/request for funds on a **quarterly** basis to the Department of Social Services for reimbursement. The sub-grantee should allow 30 days from the time expenditure statements/request for funds are received by the Department until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date errors are corrected. The final expenditure statement must be submitted in advance in order to meet the Commonwealth's year end closing requirements.
 - The applicant will be required to maintain adequate accounting records to support all requests for reimbursement. These records shall be available for review by the State.
16. COMPENSATION: to the grantee for delivered services shall be as follows:
- The grantee shall be paid on a cost reimbursable basis.
 - Actual expenditures shall be invoiced pursuant to approved line item budget categories.
 - No amendments to the approved budget may be made without the prior written approval of the Department of Social Services. *No more than **two** budget amendments will be permitted during the grant period.* Budget

amendments must be requested using the Budget Amendment Request form accompanied by a narrative.

- The invoice period shall be **quarterly**. The grantee shall invoice the VDSS each **quarter** on forms supplied by the VDSS and shall submit an expenditure statement/request for funds and financial report showing no services delivered if that is the case in any invoice period. The VDSS shall not be obligated to pay for services when the grantee fails to submit **quarterly** expenditure statements/request for funds and a financial report for such services within thirty (30) calendar days after the close of the **quarter** in which services were delivered. Expenditure statements/request for funds which are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the expenditure statement/request for funds. The June expenditures must be estimated and the expenditure statement/request for funds for the final quarter submitted in advance.
 - If the grantee fails to correctly provide any services and/or reports as specified in the terms and conditions of the grant, and in the time period specified, the VDSS may withhold payment of expenditure statements/request for funds until said services and/or reports are provided. All services provided by the grantee pursuant to this grant shall be performed to the satisfaction of the VDSS, and in accord with applicable federal, State and local laws, ordinances, rules and regulations. The grantee shall not receive payment for work found by the VDSS to be unsatisfactory, or performed in violation of federal, State or local laws, ordinances, rule or regulations.
 - The grantee shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State. Expenditures will be monitored by the Department of Social Services.
17. DRUG-FREE WORKPLACE: During the performance of this grant, the applicant agrees to (i) provide a drug-free workplace for the applicant's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the applicant that the applicant maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every sub-grant or purchase order of over \$10,000, so that the provisions will be binding upon each sub-applicant or vendor.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific grant awarded to an applicant in accordance with this certification, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the grant.

18. SMOKE FREE ENVIRONMENT: By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or granted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.
19. EQUIPMENT: Total requests for equipment costs in excess of \$500.00 per grant are not allowed. Equipment purchased under the terms of this grant shall be limited to equipment indicated in the attached budget. Equipment purchased under this grant shall be retained by the grantee during the period of performance of the grant. Ownership of equipment purchased under this grant may revert to the VDSS at the end of the grant period when ownership is requested by the VDSS in writing. No depreciation or use charges on equipment purchased under this grant shall be claimed on this or any future grant or contract with the Commonwealth of Virginia or any of its agents.
20. CONFIDENTIALITY: Any information obtained by the grantee concerning recipients of services under this grant shall be treated as confidential in accordance with relevant provisions of State and federal law.
21. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the VDSS. In the event that the grantee desires to subcontract some part of the work specified herein, the grantee shall furnish the VDSS the names, qualifications and experience of their proposed subcontractors. The grantee shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the grant.

22. ASSIGNMENT OF GRANT: A grant shall not be assignable by the grantee in whole or in part without the written consent of the Commonwealth.
23. SUPPLANTATION OF FUNDS: The applicant assures that funds made available under this grant will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for child abuse prevention services and activities.
24. OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for the VDSS pursuant to the RFA shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the grantee in the performance of its obligations under this grant shall be the exclusive property of the VDSS and all such materials shall be remitted to the VDSS upon completion, termination or cancellation of this grant. The grantee shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the grantee's obligations under this grant without the prior written consent of the VDSS. Any materials produced under this grant must bear a statement that the project was supported by the VDSS and identify the title of the funding source.

CERTIFICATION

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the General Grant Conditions and Assurances and all other federal and state laws and rules and regulations that apply to this award.

Authorized Official

Date

INSTRUCTIONS FOR COMPLETING ACTIVITIES/OUTCOMES FORM

Performance Measurement is a system for measuring the **results** of public programs.

Why Performance Measurement?

No longer are legislators and funders satisfied with allocating dollars and getting back reports of numbers served and program activities. Performance measurement enables legislators, funding sources, and communities to know what impact the dollars have had i.e. ***what effect or change has resulted from dollars invested and how a person's life or community has been changed.***

Performance measurement starts with "the end in mind" e.g. what do you want to occur as a result of your service?

Performance measurement consists of:

High level outcomes: Desired results in social health or well-being. High level outcomes reflect the longer-term, global effects the program is intended to achieve. e.g. To reduce child abuse and neglect.

Activities: List the key activities/initiatives proposed to achieve the goal(s) and objective(s) of the grant program.

Staff Responsible: Indicate the staff or organizations responsible for carrying out each activity/initiative.

Output: An output is a process measure which describes the conditions under which measurements will be made. This may refer to the timeframe and/or implementation of an activity/initiative, frequency, number of participants, etc. Process measures are *activity focused and contribute to interim outcomes. They do not reflect qualitative outcomes.* E.g. the number of parents participating in parent education classes or the number of community presentations.

Outcomes: Interim improvements in participant's or community progress towards a high level outcome. Interim outcomes reflect a more immediate or direct effects a program is intended to achieve. Outcomes typically address changes in participant performance/behavior that occur as a result of specific activities. They may include, but are not limited to a change or benefit in behavior, knowledge, skills, attitude, values, or condition.

Outcome Measures: Documents the condition of clients after a service has been provided e.g. increased skills, modified behavior, improved condition. Outcome measures address *qualitative outcomes.*

Outcome measures can include research based instruments with demonstrated reliability and validity, statistics, interviews, observations, rating scales, surveys, focus groups, records, goal attainment, etc.

Performance measurement enables program directors and communities to measure program effectiveness and *demonstrate both quantitative and qualitative* results that contribute to a higher level social outcome.

Example:

Strategy	Agency “x” will provide parenting classes for parents known to CPS
↓	
Staff Responsible	John Doe
↓	
Output	6 weeks, 2 hour sessions for 10-12 participants, during the period of 6/01/03 – 7/15/03
↓	
Interim Outcome	Parents will use redirection, positive reinforcement & praise to promote desired behavior
↓	
Outcome Measure	80% of parents completing course will use redirection, praise and positive reinforcement as measured by “x” instrument.

OVERVIEW OF ACTIVITIES/OUTCOMES

Attachment D

FROM ____ / ____ / ____ TO ____ / ____ / ____ GRANTEE NAME _____ GRANT #GSVC-04-10

HIGH LEVEL OUTCOME:

ACTIVITIES <i>What the service/initiative does.</i>	STAFF RESPONSIBLE	OUTPUT <i>What program produces. Service frequency, participant numbers, begin/end dates.</i>	INTERIM OUTCOMES FOR CHILD, FAMILY OR COMMUNITY <i>Qualitative results from activity. What difference will the service make?</i>	EVALUATION * <i>Qualitative & Quantitative Outcome Measures</i>

* Outcome measures can include surveys, interviews, rating scales, records, case plan goal attainment, observations, statistics, etc.

BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS

Attachment E, page 1

GRANT PERIOD: FROM ____/____/____ TO ____/____/____ GRANTEE NAME: _____

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST	TOTAL MATCH AMOUNT
SALARIES			
EMP. BENEFITS			
POSTAGE			
RENT & UTILITIES			
EQUIPMENT			
PRINTING			
CONSUMABLE SUPPLIES			
TRAVEL			
OTHER (Specify)			
OTHER (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL REQUESTED FROM DSS			

* Awarded funds cannot be used to supplant existing funds.

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS

Attachment E, page 2

FROM ____/____/____ TO ____/____/____ GRANTEE NAME: _____

SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
STAFF POSITION				
1.				
2.				
3.				
4.				
5.				
6.				
TOTAL SALARIES REQUESTED FROM DSS	-----	-----	-----	

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA				
PENSION/RETIREMENT				
HEALTH INSURANCE				
WORKER'S COMPENSATION				
UNEMPLOYMENT				
OTHER (SPECIFY)				
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

Attachment E, page 3

GRANT PERIOD: FROM ____/____/____ TO ____/____/____

GRANTEE NAME: _____

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<i>POSTAGE TOTAL</i>		
Administrative		
Program		
<i>RENT AND UTILITIES TOTAL</i>		
Rent		
Utilities		
Telephone		
<i>EQUIPMENT TOTAL</i>		
Equipment Purchase		
Equipment Rental		
<i>PRINTING TOTAL</i>		
Administrative		
Program		
<i>CONSUMABLE SUPPLIES TOTAL</i>		
Office		
Program		

(continued on Page 4)

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

Attachment E, page 4

GRANT PERIOD: FROM ____ / ____ / ____ TO ____ / ____ / ____ GRANTEE NAME: _____

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<i>TRAVEL TOTAL</i>		
Administrative		
Program		
<i>OTHER TOTAL</i>		
Insurance		
Professional Fees		
Client Fund		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		

TOTAL AMOUNT REQUESTED FROM DSS:

\$ _____

ITEMIZED BUDGET - MATCH DOCUMENTATION

Attachment E, page 5

GRANT PERIOD: FROM ___/___/___ to ___/___/___ GRANTEE NAME: _____

BUDGET CATEGORY	BRIEF DESCRIPTION	SOURCE	CASH	IN-KIND VALUE	TOTAL MATCH
Salaries					
Employee Benefits					
Postage					
Rent and Utilities					
Equipment					
Printing					
Consumable Supplies					
Travel					
Other (Specify)					
Total Amounts Supplied by Match					

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Signature

Title

Date

Organization

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

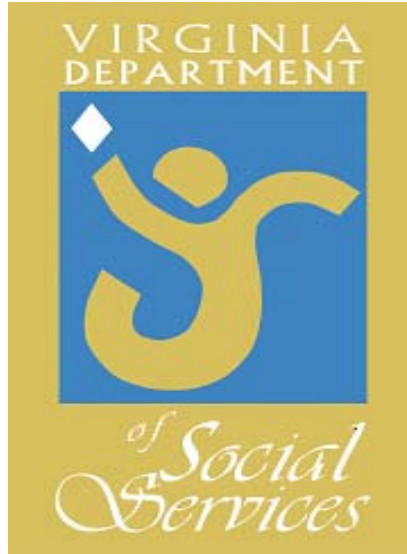
_____ Organization

_____ Authorized Signature

Title

Date

Attachment G



CERTIFICATION TO RECEIVE ELECTRONIC REIMBURSEMENT

This document constitutes certification that _____
(Name of Applicant Agency)

is eligible, or will apply for access to, the Virginia Department of Accounts Remittance Electronic Data Interchange Virginia. No reimbursement by check will be made to the applicant agency by the Virginia Department of Social Services.

AUTHORIZED SIGNATURE

TITLE

DATE

Attachment H

VFVPP AND CBFERS FUNDING HISTORY

If applicant agency previously received funds from the Virginia Family Violence Prevention Program for Child Abuse and Neglect Prevention, please indicate awards and expenditures below:

VFVPP - CHILD ABUSE AND NEGLECT PREVENTION:

YEAR (19)	82-83	83-84	84-85	85-86	86-87	87-88	88-89
AWARD \$							
EXPENDED \$							

YEAR (19)	89-90	90-91	91-92	92-93	93-94	94-95	95-96
AWARD \$							
EXPENDED \$							

YEAR	96-97	97-98	98-99	99-2000	00-01	01-02	02-03	03-04
AWARD \$								
EXPENDED \$								

If applicant agency previously received funds from the Community-Based Family Resource and Support Program, please indicate awards and expenditures below:

CBFRS - COMMUNITY-BASED FAMILY RESOURCE AND SUPPORT

YEAR	1996-97	1997-98	1998-99	1999-2000	2000-01
AWARD \$					
EXPENDED \$					

YEAR	2001-02	02-03	03-04		
AWARD \$					
EXPENDED \$					

Attachment J
**Directions to Wythe Building
Central Area Training Center**

**Forest Office Park
1604 Santa Rosa Road
Richmond, VA 23229
804-662-7475**

For Child Abuse Prevention Pre-Application Conference (See Map Below)

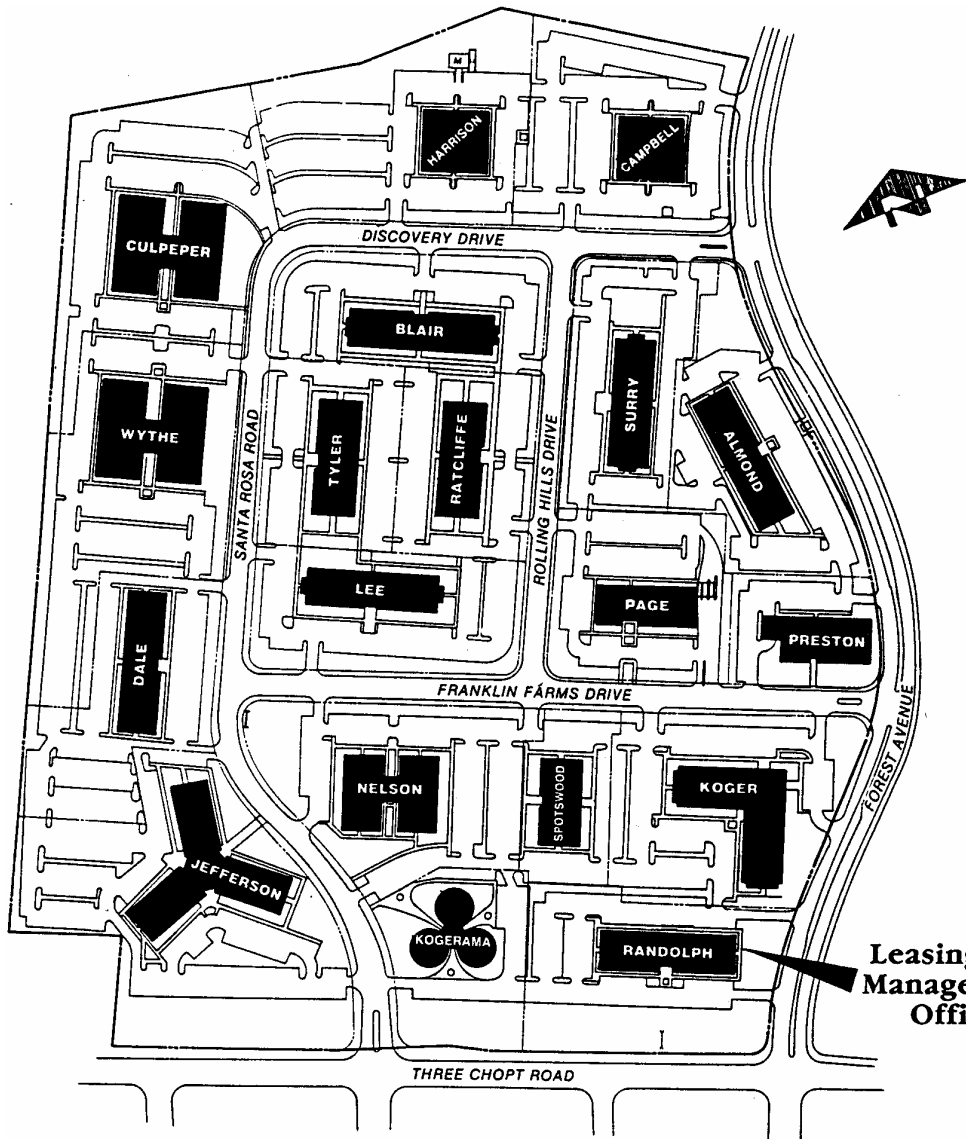
Traveling on Interstate 64 East: Approaching Richmond from the west (Roanoke, Lynchburg, Charlottesville, etc.), take the BROAD ST. ROAD/GLENSIDE DRIVE EXIT 183 off I-64. Go RIGHT off the exit onto GLENSIDE DRIVE, following the blue hospital sign. **Go to “Final Approach” below.**

Traveling on Interstate 64 West: Approaching Richmond from the east (Virginia Beach, Norfolk, Williamsburg, etc.), follow I-64 West through Richmond using I-95 North. Leave I-95 North at the CHARLOTTESVILLE EXIT, continuing on I-64 West. Take the GLENSIDE DRIVE SOUTH EXIT 183A. **Go to “Final Approach” below.**

Traveling on Interstate 95 North: Approaching Richmond from the south (Hopewell, Petersburg, Emporia, etc.) take the CHARLOTTESVILLE EXIT onto I-64 West. Take the GLENSIDE DRIVE SOUTH EXIT 183A. **Go to “Final Approach” below.**

Traveling on Interstate 95 South: Approaching Richmond from the north (Winchester, Fairfax, Arlington, etc.) take the I-295 EXIT marked CHARLOTTESVILLE I-64. When I-295 ends, in approximately 9 miles, take the I-64 EAST EXIT toward Richmond. Take the BROAD ST./GLENSIDE DRIVE EXIT 183. Go RIGHT off the exit, following the blue hospital sign. **Go to “Final Approach” below.**

Final Approach: Continue on GLENSIDE DRIVE a short distance (3/10 mi.) to the stoplight at FOREST AVENUE. Turn RIGHT onto FOREST AVENUE and continue approximately 1½ miles to the stoplight at DISCOVERY DRIVE (you will cross SKIPWITH ROAD and pass HENRICO DOCTORS’ HOSPITAL on the left.) At the stoplight, turn RIGHT onto DISCOVERY DRIVE. DISCOVERY DRIVE turns sharply to the left and becomes SANTA ROSA ROAD. As you make this turn, the WYTHE BLDG. is on your right. There is parking on three sides of the building.



Leasing
Management
Office

